



EMPLOYMENT OPPORTUNITY Town of Lexington

We are currently accepting applications for the full-time, 35 hours per week, position of:

Department Assistant Community Development Department

**Starting Hourly Range: \$22.82 - \$26.82
Plus excellent benefits package**

<p>The <u>REQUIRED</u> Town of Lexington application form must be received in the Town's Human Resource Department by Friday, April 17, 2015</p>

GENERAL SUMMARY:

Under the general supervision of the Office Manager, performs a variety of clerical, administrative and customer service work to support the overall functioning of the Community Development department, including the Building, Conservation, and Health Divisions. Provides primary support to a specific division and a specific Board/Commission as assigned.

ESSENTIAL JOB FUNCTIONS:

- ◆ Provides customer service in person and by phone related to permitting and other Department services. Provides information, materials, and technical assistance to citizens, abutters, contractors, vendors, governmental agencies, developers, and other Town departments, conducting research as necessary. Coordinates correspondence via email, US mail, and telephone.
- ◆ Coordinates intake of building, health and/or conservation permit applications and reviews for completeness. Routes applications to necessary staff for comment, tracks application process, and closes when permit is issued. Receives applications at public counter, collects application fees, and guides applicants through the permitting process. May draft and issues minor permits.
- ◆ Provides administrative support to the Historic District Commission, the Historical Commission, the Conservation Commission, the Board of Appeals or the Board of Health. Receives applications for hearings, attends meetings and hearings, and writes minutes. Prepares and posts calendar, agenda, legal advertisements, and Abutters notices. Prepares and distributes packets and prepares signature sheets and other meeting materials. Sets up and breaks down meeting rooms.

- ◆ Drafts Commission/Board decisions and notifies abutters and applicants of results. Drafts other documents, including Certificates of Appropriateness and permit cover sheets and letters. May notarize and issue permits that have been approved and signed.
- ◆ Provides administrative support to the Conservation Administrator, the Building Commissioner, Health Director and/or Building and Health Inspectors. May schedule yearly safety inspections and coordinate intake of inspection requests.
- ◆ Receives, reviews, and/or processes other permit, license, and certificate applications for other Boards/Commissions and other divisions within the Department. May process notices of intent, petitions for variances, abbreviated notices of resource area delineations, and appeals of decisions made by the Zoning Enforcement Officer.
- ◆ Prepares or assists in preparing cash turnovers for daily receipt of application fees and submits to Treasurer.
- ◆ May prepare invoices to be sent to local establishments for annual Weights and Measures Services. Tracks and deposits payments received.
- ◆ Maintains a variety of print and electronic files and records. May oversee records management and assist in developing protocols. Researches files as needed and directed regarding specific property issues.
- ◆ Acts as back up to Community Development Assistants in all Divisions.
- ◆ Performs basic office tasks such as answering phones and routing calls; preparing spreadsheets, correspondence and other documents; and processing incoming and outgoing mail.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace, and monthly board and committee meetings as assigned, is required.

SUPERVISORY RESPONSIBILITY:

None

MINIMUM EDUCATION & EXPERIENCE:

- ◆ High School diploma or the equivalent and one to three years of increasingly responsible related administrative support experience.

ADVANCED EDUCATION & EXPERIENCE:

None.

QUALIFICATIONS:

Knowledge of:

- ◆ Modern office procedures, methods, and computer equipment.
- ◆ Principles and procedures of record keeping.
- ◆ English usage, spelling, grammar, and punctuation.
- ◆ Business letter writing and basic report preparation techniques.
- ◆ Effective customer service practices.

Ability to:

- ◆ Coordinate a variety of tasks and meet multiple deadlines while working in a fast-paced environment.
- ◆ Operate computer and various software necessary for performing assigned duties.
- ◆ Type at a speed necessary for successful job performance.
- ◆ Read, write, and effectively work with numbers.
- ◆ Work independently in the absence of supervision.
- ◆ Communicate clearly, both orally and in writing, and maintain effective work relationships.
- ◆ Effectively handle an environment which involves close contact with coworkers and the public, including upset customers.
- ◆ Obtain Notary Public certification.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in a normal office environment subject to frequent interruptions, not subject to extreme variations of temperature, noise, odors, etc. Operates computer, printer, photocopier, Laserfiche/Microfiche reader, voice recorder, fax machine, and other basic office equipment. Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity. May occasionally require lifting and/or moving objects up to 25 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4593 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

Prior to appointment, the final candidate will be required to undergo a criminal background check.

Application and cover letter must be received in the Town's Human Resource Department by Friday, April 17, 2015.

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4593